

CCW Application Process

For your convenience Non-Professional Permits to Carry Weapons Applications are available in the lobby of the Justice Center outside the Sheriff's Office door. Completed applications can be dropped off in the grey box in the lobby labeled "CCW Applications" between 8am-5pm M-F

- **Complete the appropriate form**

- New Application- \$50

- Proof of training by NRA certified instructor or DD214
AND
 - Your permit has expired or will expire within 30 days

- Renewal Application- \$25

- ONLY if you have had firearms training within the last year
AND
 - There is more than 30 days before your permit expires

- Hard card permits- available for an additional \$10

Credit card and debit card transactions have a mandatory processing fee (\$2-3)

- **Complete the half sheet stapled to the application, as well as the entire front page of the application and answer all 11 questions on the back**

- **Include with your completed application:**

- Your Social Security number
 - A copy of your photo ID (which has a Story County address)
 - If it does not please include a copy of your lease, utility bill (gas or electric), or a Story County Voter Registration Card
 - A copy of your training certificate or DD214 (which states "Honorable Discharge")

Failure to include all the required paperwork may delay the processing of your application

We have 30 days to process the application

- Once the application has been processed you will be contacted by our office and can pay for it at that time

This process does not apply to Professional Permits to Carry or Permits to Acquire Weapons